Graduate Student Research Progress Tracking Report

Instructions
Overview

• Must be completed by Master’s and Ph.D. students
• Must be completed after each Advisory Committee Meeting
• The student, supervisor(s), and all members of the advisory committee must attend these meetings
Research progress reporting for Doctoral thesis students at McGill is mandatory. This report must be completed in full at least annually at face-to-face meetings between thesis students, their supervisors, and supervisory committee member(s). This report may also be supplemented with unit-specific details or documents (see page 2). Units can also use this report for Master’s students in non-thesis research programs if this is a Unit-wide practice.

In cases where the student has missed an established progress report deadline and has not responded to the Unit within 4 weeks after being contacted by the Unit, the report may be completed in the student’s absence, and progress may be judged unsatisfactory.

The student, supervisor(s), and academic unit must retain copies of this form. It must also be made available to members of the supervisory committee and university administrators authorized to view student records upon request.

External award holders must use this form for annual progress reports, including the box on page 3. Submit a copy to GPS Graduate Funding. For those admitted in Fall 2017 or later, please upload this to MyProgress.

Please contact a GPS Associate Dean regarding any questions about progress reporting.

Check all that apply: This form is a(n)
- [ ] first report to set objectives for first-year students
- [ ] regular report done every ____ month(s)
- [ ] external award holder report
- [ ] interim report after an unsatisfactory report
- [ ] comprehensive exam report

• Check 1st box if first Advisory Committee Meeting
• Check 2nd box if subsequent Advisory Committee Meeting. These meetings are done every 12 months.
If 1st Advisory Committee Meeting, students complete this box only.

**OBJECTIVES** and timelines jointly agreed upon by student and supervisor(s) for next meeting in ____ month(s) (e.g., courses, ethics approval, required training, chapter, data collection, initial thesis submission)

<table>
<thead>
<tr>
<th>Date of the meeting (not the date the form was completed)</th>
</tr>
</thead>
</table>

For subsequent meetings, students must complete this box and the ‘Objectives’ box above.

I have completed: Coursework Yes □ No □ N/A □    Lab safety training Yes □ No □ N/A □    Ethical approval Yes □ No □ N/A □

STUDENT’S SIGNATURE ___________________________    DATE ____________

**SUGGESTIONS** (if applicable) for meeting the objectives above (e.g., reading, drafting, training, talking with another expert)
It is mandatory that page 2 of the form be completed by the supervisor. Completion of this page informs the Unit as to whether the student’s progress is satisfactory or unsatisfactory.
**EVALUATION** of progress toward objectives (to be completed by supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Research plan</th>
<th>Research skills</th>
<th>Requisite knowledge*</th>
<th>Research accomplishments</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Requisite knowledge is often developed through coursework, which may be commented on in the box below. However, unsatisfactory progress in coursework alone cannot lead to an unsatisfactory progress report because a separate Failure Policy governs coursework. Please see the Failure Policy in Graduate Studies on the University Regulations and Resources website, starting at [www.mcgill.ca/study](http://www.mcgill.ca/study).

†A first overall unsatisfactory report must lead to a follow-up progress tracking meeting, not sooner than 4 months after the first report and not later than 6 months after the first report. **DEADLINE FOR FOLLOW-UP REPORT: _______________________.**

Failure to meet overall objectives on two Reports (not necessarily successive) constitutes unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

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**Must be completed by the supervisor after the meeting**
EXPLANATION of the evaluation, and comments on related areas, such as coursework, lab work, etc., as appropriate.

The supervisor must complete this section after the meeting, and must provide an explanation for the evaluation, regardless if the progress is satisfactory or unsatisfactory.

SUPPLEMENTARY DETAILS (Optional)
Use this box to include additional details according to the norms of the student's academic unit (e.g., funding status; other supervisory committee meetings).
This section is to be completed by those who hold an external award.

**External Award Holders** must complete this box and email a copy of the entire progress report to GPS Funding, copying their supervisor to the email.

Tri-Council Agency: NSERC [ ] SSHRC [ ] CIHR [ ]

- Start date of award: May 1 [ ] Sept 1 [ ] Jan 1 [ ]

**A) Award holders who are registered full-time must limit the number of hours of employment to 180 hours per term.**

[ ] I did not work any additional hours to my full-time research.

I worked ____ hours during my award year. Nature of paid work: ________________________________

**B) Award holders are responsible for reporting any changes in program when they occur because it may affect ongoing eligibility (i.e., leaves of absence, change in supervisor or research, change in registration, etc.).**

[ ] There were no changes to my student status in the past year

[ ] There were changes to my student status in the past year: ________________________________
Both columns must be completed by the student and all members.

<table>
<thead>
<tr>
<th>SIGNATURES (PLEASE PRINT NAMES):</th>
<th>I agree with the statements and evaluation in this Report.</th>
<th>Has a conflict of interest arisen in respect of any of the parties signing?** (See examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Mandatory. Must be present to sign together.</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>Yes☐ No☐</td>
</tr>
<tr>
<td>STUDENT'S NAME</td>
<td></td>
<td>STUDENT'S SIGNATURE</td>
</tr>
<tr>
<td>SUPERVISOR'S NAME</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>SUPERVISOR'S SIGNATURE</td>
</tr>
<tr>
<td>CO-SUPERVISOR'S NAME (if applicable)</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>CO-SUPERVISOR'S SIGNATURE (if applicable)</td>
</tr>
<tr>
<td>COMMITTEE MEMBER'S NAME</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>COMMITTEE MEMBER'S SIGNATURE</td>
</tr>
<tr>
<td>OTHER MEMBER'S NAME (Role: )</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>OTHER MEMBER'S SIGNATURE</td>
</tr>
<tr>
<td>OTHER MEMBER'S NAME (Role: )</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>OTHER MEMBER'S SIGNATURE</td>
</tr>
<tr>
<td>OTHER MEMBER'S NAME (Role: )</td>
<td>Yes☐ No☐ Yes☐ No☐</td>
<td>OTHER MEMBER'S SIGNATURE</td>
</tr>
</tbody>
</table>

Date of the meeting; must match the one on page 1.

Anyone listed above who does not agree with the statements and evaluation in this Report must attach an explanation. If any document has been attached to this report, please check here: ☐

In case of disagreement, the student or supervisor should consult the Unit's Graduate Program Director or a GPS Associate Dean.
Do not complete this section; it will be completed by the IPN Director.

**GPD approval is required on all Progress Tracking Reports; attendance at meeting is not. If the GPD is the supervisor, the Chair must sign here.**

GPD (Chair) Name: ________________________________ Signature: ________________________________

**Regulation on Conflict of Interest** - **If anyone checks YES, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean.**

“Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community.”

“The Regulation recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted.”
Next steps

• Once the student and their supervisor have completed the form, the student must submit it to ipn@mcgill.ca.

• The IPN Director will review the form, and sign page 3.
End